OF

# SECRETARY OF STATE

# **ASSOCIATE GOVERNMENTAL**

## PROGRAM ANALYST

**CALIFORNIA** 

## PROMOTIONAL EXAMINATION **SPOT - SACRAMENTO**



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. THE TATION.

IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE ITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED PUBLIC SERVANTS.

#### DEPARTMENTAL PROMOTIONAL EXAMINATION FOR SECRETARY OF STATE, SPOT SACRAMENTO

#### **COMPETITION LIMITED TO:**

Employees that have a permanent civil service appointment with the Secretary of State. Under certain circumstances former Secretary of State employees may compete in promotional examinations.

Persons employed by the Legislature for two or more consecutive years, who meet the provisions of Government Code Section 18990.

Persons holding a non-elected exempt position of the Executive Branch for two or more consecutive years, who meet the provisions of Government Code Section 18992.

#### **HOW TO APPLY:**

Applications are available and may be filed in person or by mail with:

> Secretary of State Attn: Mike Green 1500 - 11<sup>th</sup> Street, Room 475 Sacramento, CA 95814

#### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

#### FINAL FILING DATE: November 21, 2008.

Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in question 2 of the "Application for Examination." You will be contacted to make specific arrangements.

> Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

## QUALIFICATIONS APPRAISAL INTERVIEW:

It is anticipated that Interviews will be held during the weeks of December 8 – 19, 2008.

#### **SALARY RANGE:** \$4,400 - \$5,348

#### **ELIGIBLE LIST INFORMATION**

A departmental promotional eligible list will be established for the Secretary of State. Names of successful candidates will be merged into the list in order of final score regardless of date. Eligibility expires 24 months after it is established however, candidates may recompete after 12 months. Previous scores of successful candidates who recompete will be abolished.

#### REQUIREMENTS FOR ADMITTANCE **EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the education and/or experience requirement stated below. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.

ALL APPLICATIONS/RESUMES MUST INCLUDE: COMPLETE "TO" AND "FROM" DATES AND (MONTH/DAY/YEAR); TIME BASE; CIVIL SERVICE CLASS/JOB TITLES; AND SPECIFIC DUTIES PERFORMED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc.

#### MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may **not** be used to reduce this 30-month limit.

#### EITHER I

One year of experience performing the duties of a Staff Services Analyst, Range C.

### OR II

**EXPERIENCE:** Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation or policy analysis.

#### AND

Equivalent to graduation from college. **EDUCATION:** (Additional qualifying experience may be substituted for the required education on a year-for-year basis). (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required nonsupervisory experience).

State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

Applicants who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.

#### SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently, open-mindedness, flexibility and tact.

#### THE POSITION

The Associate Governmental Program Analyst performs the more responsible, varied and complex technical analytical staff services work and continually provides consultative services to management or others. They may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects.

Positions exist in Sacramento.

FINAL FILING DATE: **EXAM CODE:**  11/21/2008 8SS08

# EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number

QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED 100%

#### SCOPE:

#### A. Knowledge of:

- 1. Principles, practices and trends of public and business administration, management and supportive staff services (i.e., budgeting, personnel and management analysis) to effectively perform the duties assigned.
- 2. Methods and techniques used to monitor, review, audit, and evaluate government programs to provide findings and recommendations to management.
- Communication principles and techniques to effectively disseminate information.

of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. (Continued on Reverse)

**EXAM CODE:** 

10/31/2008 11/21/2008

**8SS08** 

**BULLETIN RELEASE DATE:** 

FINAL FILING DATE:

#### B. Skill to:

- 1. Clearly communicate ideas and information orally and/or in writing to public and private entities and departmental staff.
- 2. Interpret and apply rules and regulations, procedures, and policies in accordance with guidelines to provide direction to the public, private entities, departmental staff.
- 3. Gather and analyze data and develop and evaluate alternatives utilizing a variety of analytical techniques to resolve complex governmental and managerial problems.
- 4. Gather and analyze data and develop and evaluate alternatives utilizing a variety of analytical techniques to effectively achieve departmental goals.

#### VETERANS PREFERENCE CREDIT AND CAREER CREDITS ARE NOT GRANTED IN PROMOTIONAL EXAMINATIONS.

### GENERAL INFORMATION

It is the candidate's responsibility to contact the Secretary of State's Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Secretary of State's Personnel Office three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Secretary of State reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices. Veterans preference points are not granted in promotional examinations.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.